

Personnel Class Specification

Class code 0205

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, FLEET

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage business/financial operations for the City's fleet of vehicles and other equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; reviews and approves promotions and leave requests.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with department management, other department managers, City officials, and other officials to review department operations and procedures, review and resolve problems, receive advice and direction, and provide recommendations; meets with department heads to present fleet condition analysis and make recommendations; communicates with user departments regarding fleet activities.

Formulates goals and develops projects to optimize the effectiveness and efficiency of fleet services; conducts equipment life cycle analysis for the City's fleets.

Forecasts gross revenues for annual business plan; produces and analyzes income statements; directs fleet and accounting recordkeeping functions; develops and administers budget for assigned area; monitors expenditures to ensure compliance with approved budget.

Compiles and/or monitors various statistical data; performs relevant research; calculates productivity, depreciation, profit margins, and other data; analyzes data and identifies trends; prepares various reports, charts and graphs.

Monitors inventory of department equipment, tools, parts, and supplies; determines need for new tools and equipment; receives and approves purchase requests; initiates orders for new/replacement items.

Compiles, develops, and writes new equipment specifications; meets with manufacturers and vendors concerning technological developments involving vehicles, tools, and other equipment; attends equipment bid openings.

Prepares or completes various forms, reports, correspondence, productivity charts, gross sales charts, profit margin charts, fleet cost history charts, income statements, budget documents, performance evaluations, graphs, or other documents.

Receives various forms, reports, correspondence, productivity reports, gross sales reports, fleet cost reports, financial reports, budget reports, specifications, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, scheduling, accounting, or other software programs.

Communicates with supervisors, employees, other departments, city officials, manufacturers, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Business Management, Fleet Management, Automotive Mechanics, or closely related field, supplemented by six (6) years previous experience and/or training that includes fleet management, automotive mechanics, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession and maintenance of valid Fleet Management certification by National Association of Fleet Administrators preferred. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or

probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, noise extremes, machinery, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.